



#02-110

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TO: Regional Directors
Directors, Local Health Departments
Directors, Independent WIC Local Agencies
Director, Office of Public Health Practice

FROM: Barbara Keir, Director **(Original Signed)**
Division of Public Health Nutrition and Education
Bureau of Nutrition Services

DATE: September 27, 2002

SUBJECT: Guidelines for Poster Board Sessions

Several local agencies have requested approval to use poster board sessions as a form of nutrition education. The following guidelines were developed to assist local agencies in their development of poster board sessions that may be used as a nutrition education contact. It is a local agency's option whether or not to use poster board sessions.

If you have questions or require additional information, please contact Ms. Amanda Hovis, Nutrition Education Consultant, Bureau of Nutrition Services, at (512) 458-7111, extension 3411 or amanda.hovis@tdh.state.tx.us or Ms. Mary Van Eck, Nutrition Education Coordinator, Bureau of Nutrition Services, at (512) 458-7111, extension 3484 or mary.vaneck@tdh.state.tx.us.

Guidelines for poster boards, bulletin boards, flannel boards, and expo boards

What is a poster board sessions?

During a poster board session participants are asked to view and/or interact with one or more poster boards and then answer several questions on the topic presented. The questions asked are usually in a worksheet format.

The participants view and/or interact with the poster/bulletin boards at their own pace. A qualified WIC staff member (see guidelines below) acts as a classroom assistant and is present to assist participants with any questions. When the participants finish answering the questions, a qualified WIC staff member reviews the evaluation component with the WIC participant.

How is a poster board session different from self-paced lessons?

Self-paced lessons are completed individually and may not be used as a group class. Because poster board sessions allow for more participant interaction, poster board sessions may be used as a group class. Participants interact with each other while they look at the information together rather than reading information on their own, as in a self-paced lesson. Due to the increased participant interaction, during the poster board sessions a classroom assistant must be available to assist clients and answer questions.

Appropriate use of Poster Board Sessions:

Poster board sessions may be used in the following situations:

- ?? As a group class.
- ?? When a competent professional authority (CPA) is unavailable at the last minute to teach class. In this instance the participant should also be offered an opportunity to reschedule for their original class topic.
- ?? When a client is late or misses a class. The participant may choose to complete the poster board session rather than be rescheduled for class or complete a self-paced lesson.
- ?? When a participant's schedule conflicts with the class schedule.
- ?? When a participant is due for voucher issuance but an appropriate class is not available.

Inappropriate Use of Poster Board Sessions:

Poster board sessions should not be used in the following instances:

- ?? In place of counseling at certification.
- ?? As a punitive measure when a participant cannot stay for class. Participants have the right to refuse all nutrition education and should not be denied vouchers if they cannot or will not stay in the clinic long enough to complete the poster board session. If the participant does not receive NE, then an NE code **should not** be entered at voucher issuance.

Poster board sessions must meet the following guidelines in order to count as a nutrition education contact:

1. All poster board sessions must be reviewed and approved by your nutrition education liaison at the state agency.
2. The poster board session should be appropriate for the participant's category or general enough in nature that it is relevant to all WIC participants.
3. When a poster board session is used, the appropriate nutrition education code provided by the state agency must be entered into the computer.
4. A WIC staff member must be in the room at all times during poster board sessions to assist the client. Be sensitive to the fact that low-literate participants may require more help from the assisting WIC staff in order to complete the lesson.
5. If the poster board is on a basic nutrition topic, the WIC staff member assisting the clients must have completed at least the basic nutrition module.
6. If the topic covered is specific to a category, i.e., infant feeding, the WIC staff member assisting the class must have completed the basic nutrition module and the module covering the information presented in the poster board session.
7. The WIC director or NE coordinator should decide the specific LA procedures/criteria for using poster board sessions within their agency. This includes who decides when to offer poster board sessions to participants, where the poster boards should be located and how vouchers will be issued following the completion of a lesson.
8. Poster board sessions must contain an evaluation component such as an interactive worksheet.
9. When using poster board sessions as a nutrition education contact, Policy No. NE:02.0 must be met. After a client has finished the interactive section of the lesson, a qualified assisting WIC staff member should review the evaluation component with the participant.